

Rafe Faisal

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Location: Currently in Muscat, Oman / Based- India

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Professional Summary

Motivated and Dedicated commerce graduate with a strong understanding of data interpretation possessing relevant skill and a keen to learn continuously. Seeking an opportunity to apply my work experience and enthusiasm to contribute to a dynamic organization and begin a fulfilling career in the business field.

Education

Bachelor of Commerce (B. Com) - Self Finance

Jamia Millia Islamia, New Delhi 2021-2024

Intermediate (Class 12) - Commerce

St. Xavier School, Mirzapur, Uttar Pradesh

Central Board of Secondary Education (CBSE)

Work Experience

Sales Coordinator/ Data Analyst

Ahmadi Trading Company (ATC) – Muscat, Oman (GCC)

- In my current role as a Data Analyst and Sales Coordinator at ATC, I maintain strong coordination with the sales team to ensure efficient operations and effective communication. My daily responsibilities include the creation of essential reports such as Daily Sales Reports (DSR), TMI, stock reports, and sales target assessments.
- I also conduct complex data analyses that involve cleaning, sorting, and modeling data. This process allows me to analyze and prepare data-driven dashboards and reports, as well as key performance indicators (KPIs), which provide meaningful insights to support decision-making.

Data analyst (QA/QC)

Excel Soft Corporation – Noida, NCR, India

- Work closely with the Team Leader to understand and maintain focus on their analytics needs, including critical metrics and deliver actionable insights to relevant decision-makers.
- Create and maintain rich interactive visualizations through data interpretation and analysis, with reporting components from multiple data sources.
- Develop and maintain a dashboard by acquiring data from primary and secondary sources, and build scripts that will make our data evaluation process more flexible or scalable across datasets.

Skills

- **Data Analysis & Visualization:** Skilled in complex data analysis, insights generation, and KPI/dashboard creation.
- **Advanced Excel & PowerPoint:** Expert in Excel data analysis and crafting impactful PowerPoint presentations.
- **Digital Marketing:** Familiar with digital marketing principles, social media management, SEO, SEM, email marketing, content creation, analytics, e-commerce platforms, customer relationship management, conversion optimization, and digital advertising strategies.
- **Power BI:** Experienced in creating interactive dashboards and reports to derive business insights.

Soft Skill

- Effective Communication
- Analytical Thinking
- Attention to Detail
- Teamwork and Collaboration
- Time Management

Language

- English: Fluent
- Hindi: Native